

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject of the Argumentative Essay]

I hope this letter finds you well. I am writing to present an argument regarding [briefly state the main issue or topic].

[Introduce your main argument and provide context. Include relevant background information or statistics to support your claim.]

Furthermore, [elaborate on your argument with additional supporting points. You may include counterarguments and refute them here.]

In conclusion, [summarize your key points and restate the significance of your argument]. I urge you to consider [call to action or final thought].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position, if applicable]